

DD/S&T 331-68

25 January 1968

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Agency Handbooks for Project Officers

1. A Handbook to provide guidance and instruction to officers charged with the responsibility for initiating and managing R&D contracts has been used on a trial basis in the S&T Directorate. Copies of this Handbook were distributed for information on a wide basis, and suggestions and recommendations were solicited. Some parts of the Handbook, such as the List of Technical Fields reflect inputs on an Agency-wide basis, and have been useful as a common reference in several instances.

25X1A 2. In order to progress further in this area and secure more of the advantages which are potentially available through following common practices and procedures in our R&D effort, will you please designate a representative of your Directorate to work with [REDACTED] to develop an Agency Project Officers Handbook using the current S&T Directorate Handbook as a point of departure? A draft of this Agency Handbook should be available by 1 March for review and comment so a final version can be distributed in April or May for Agency-wide use beginning FY 69. By copy of this memo other interested components are invited to participate and assist in this effort.

25X1A

[REDACTED]  
Carl E. Duckett  
R&D Coordinator

cc: Office of Planning, Programming  
and Budgeting  
Office of Security  
Office of Logistics  
Office of Computer Services  
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